



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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To enrich lives through effective and caring service

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 8, 2003

To: Each Department Head

From: Michael J. Henry
Director of Personnel

Subject: **ONLINE TEST PREPARATION SYSTEM AND GUIDING USAGE POLICY
FOR COUNTY EMPLOYEES**

In support of the Service Excellence Goal of the Countywide Strategic Plan and with the backing of the Chief Information Office's Information Technology Fund, the Department of Human Resources (DHR) has developed the Online Test Preparation System (TPS). The TPS is an interactive, online system of practice tests covering subject areas that are commonly assessed on written employment tests administered by DHR. The subject areas covered are as follows:

- Basic Arithmetic;
- Clerical;
- Data Analysis and Interpretation;
- Reading Comprehension; and
- Written Expression

The TPS was developed as part of DHR's endeavor to present candidates with quality and user-friendly test preparation resources, which will encourage better test preparation and lead to an increased pool of qualified applicants for County of Los Angeles positions. The system affords users a valuable, voluntary test preparation tool that *enables them to help themselves*. The TPS is available by clicking on **Employment Test Preparation** on the DHR website: <http://hr.co.la.ca.us>.

The TPS is designed to be beneficial for users both internal and external to the County. Use of the TPS should be in accordance with County and departmental policies on internet usage. Additionally, one (1) hard-copy of each test preparation guide will be provided to each department's personnel office.

The attached Fact Sheet details specific information about the TPS, and should be shared with employees, friends, family, and other contacts seeking preparation tools for County of Los Angeles written employment tests.

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If you have any questions regarding the Online Test Preparation System, please contact me, or your staff may contact Nick Apeles, Human Resources Manager, Centralized Examining and Test Research Division, at (213) 738-2244 or Marc Shartzler of his staff at (213) 351-6472.

MJH:STS
NA:mf

Attachment

c: Each Supervisor
Administrative Deputies
Personnel Officers

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Fact Sheet
on the
Online Test Preparation System (TPS)

Function or Purpose:

- To provide a forum for test preparation to potentially enhance test performance by offering voluntary practice tests in subject areas that are typically assessed on County of Los Angeles written employment tests

Target Audience:

- Internal and external candidates preparing for County of Los Angeles written tests
- Individuals interested in enhancing skills and building upon basic knowledge of subject areas provided on the system

Currently available on the Internet:

- On the DHR website, <http://hr.co.la.ca.us>, click on *Test Preparation*

Features practice tests in the following subject areas:

- **Basic Arithmetic** (3 versions – 20 questions each)
Tests your ability to interpret and solve problems of a mathematical nature, using such operations as addition, subtraction, division, and multiplication, and in a variety of problem formats and situations.
- **Clerical** (2 versions – 45 questions each)
Tests your ability to file, check for errors, and solve basic arithmetic problems.
- **Data Analysis & Interpretation Level 1** (3 versions – 10 questions each)
Tests your ability to understand and interpret data provided in tabular format.
- **Data Analysis & Interpretation Level 2** (2 versions – 35 questions each)
Tests your ability to understand and interpret data provided in varying formats (e.g., tabular, textual, graphical).
- **Reading Comprehension** (3 versions – 15 questions each)
Tests your ability to read and interpret written material.
- **Written Expression** (3 versions – 15 questions each)
Tests your knowledge of and ability to recognize errors in structural and grammatical elements of standard written English.

Also features:

- Links to Local Resources such as Community Centers, Adult Centers, and Career Centers that provide low to no cost training in basic skills, computer skills, and career assistance
- Answers to Frequently Asked Questions about County of Los Angeles written employment tests

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TPS is administered by:
Department of Human Resources

Questions and comments may be emailed to testprep@co.la.ca.us or directed to the Centralized Examining and Test Research Division at (213) 738-2084.